

## ~ NOVAtime 5000 - Employee Web Services (EWS) ~

### Objectives:

- EWS - What is it? How do I access my EWS?
- EWS - Creating your EWS password -> First Login -> Navigation
- EWS - Punching In & Out
- EWS - Requesting Time Off
- EWS - Employee Request for Time Off -> Best Practices

Employee Web Services "EWS" - What is it and how do I access it?

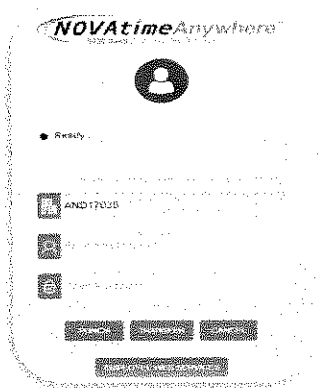
The **Employee Web Services** is a NOVAtime 5000 Web Portal that provides each individual employee access to their own Attendance, Scheduling and Accrual history, as well as, providing the ability to request time off. **Town of Milford** employees can access their EWS via a Web Browser using the web link below:

<https://online3.timeanywhere.com/novatime/ewslogin.aspx?CID=9bbdd428-bb32-44ef-84b4-16b928e5e010&>

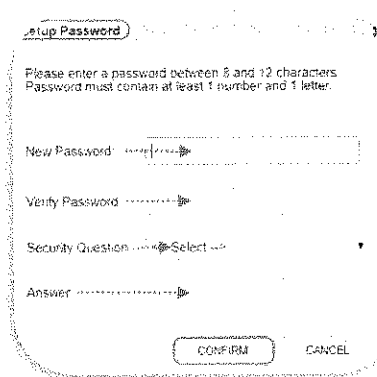
### EWS - Creating your EWS password -> First Login -> Navigation

- The first time an employee logs in, they will need to establish their User ID and Password.
- From the EWS login screen, the Employee will input their **Employee ID**, then input the temporary password of **nova1234**, then click the **Employee Web Services** button.
- The **Setup Password** pop-up window will appear prompting the employee to create a **New Password** that is between 8 and 12 characters and must contain at least 1 number and 1 letter and then select a **Security Question** and **Answer** to be used for password recovery options. Click the **Confirm** button to save the newly created password.

Ex: Login Page:

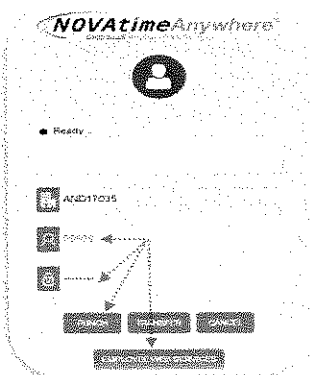


Ex: Setup Password Window

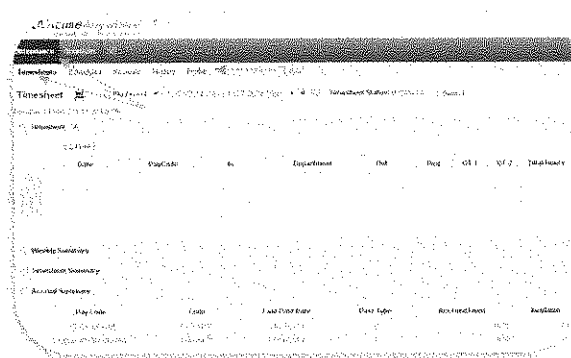


- Once the **Employee Badge ID** and **Password** is created, the employee can now log into the **Employee Web Services**.

Ex: Login Page:



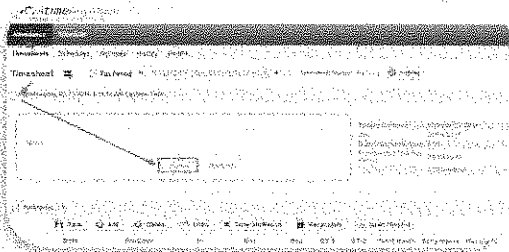
Ex: EWS Portal View (Categories & Tabs)



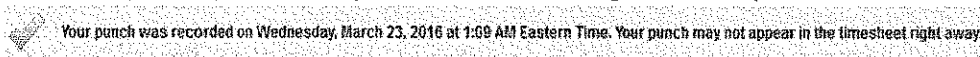
- Upon logging into the **Employee Web Services**, the employee will see the **Attendance** and **Scheduler "Categories"**. If the employee performs punches, they will see their Attendance history, Accrual History, Schedules etc.
- You can easily navigate throughout the EWS by clicking on the "**Category**", then the "**Tabs**" beneath each select Category. Ex: Attendance Category ->Timesheet Tab as shown above.

#### EWS – Punching In & Out via the Employee Web Services:

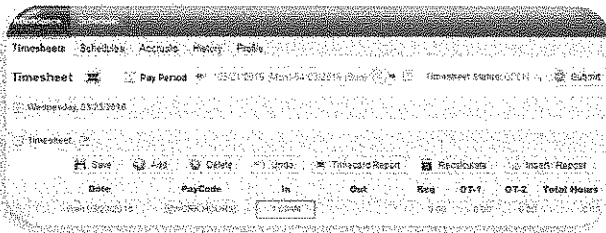
- Upon logging into the **EWS**, the screen will default to the **Attendance / Timesheets** page.
- Click on the "+" sign reflecting the current date to reveal the Punch window.
- You can input an optional note to associate to your punch, otherwise click the **PUNCH** button.



- After the punch processes, you will see a message that the punch was recorded and will post shortly.



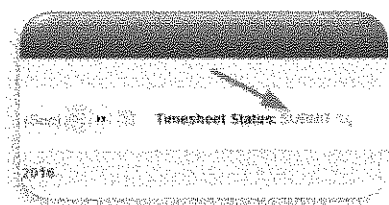
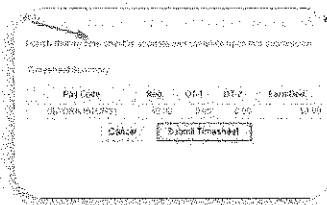
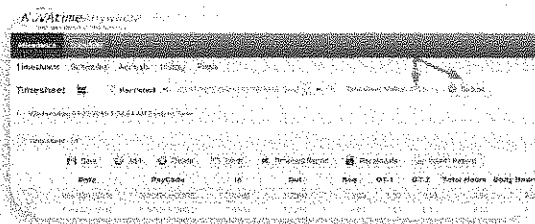
- The punch will then appear on your timesheet. You may log out of the NOVAtime EWS now.



- Be sure to use this method to **Punch In and Out** each work day.
- If applicable, you may have access to make adjustments to your timesheet to address missed punches etc. by clicking on any yellow boxes in the IN or OUT columns and then input the appropriate missing time, then click the **SAVE** button to apply the change.
- Input notes to explain scenarios where you had to edit your timesheet.
- At the end of the Pay Period, ensure any corrections are complete and input your notes and then you must "**approve**" your timesheet by clicking on the **SUBMIT** button toward the top of the Timesheets page.

*Timesheet ready for submission:*

*Submission/Verification pop-up window:*

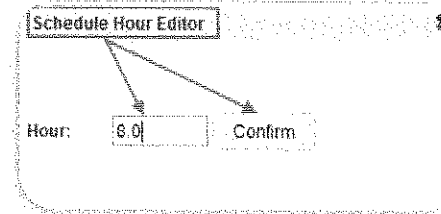
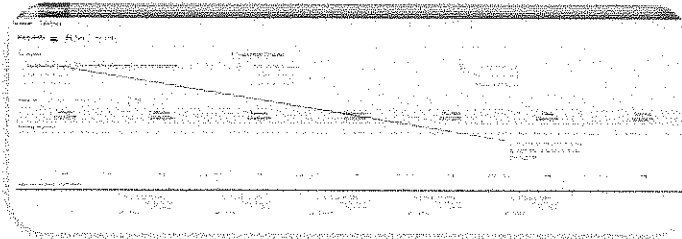


*A "Submitted" timesheet: (Your supervisor will review your timesheet further, preparing it for payroll)*

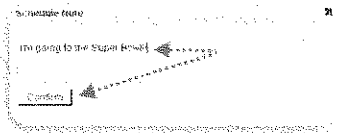
## EWS - Employee Request for Time Off:

In addition to reviewing the Attendance, Accrual and Schedule history, the "EWS" allows an employee to submit a "Time Off Request" to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the **REQUESTS** page within the **SCHEDULER** Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

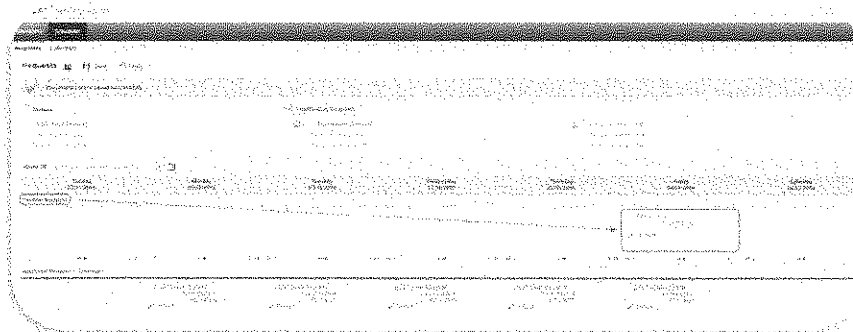
1. From the **Template Grid**, simply click the **Vacation (0.00 Hours)** template, once to highlight it, then click, the box for the day that is to be requested off (EX: April 1<sup>st</sup>) within the **Pending Request** grid. The **Schedule Hour Editor** window will appear. Input the # of hours you wish to request off for the day, click the "Confirm" button.



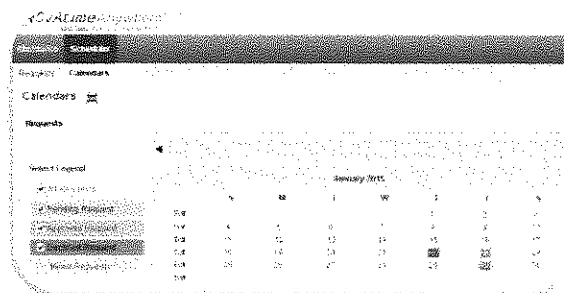
2. If desired, the employee can also attach a **note** to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.



3. Finally, the employee should click on the **SAVE** button to officially submit the request. The "requested" day will now appear within the selected day of the **PENDING REQUEST** grid.



- At this point, the request for Time Off will be sent to your NOVAtime Supervisor for review and approval.
- If emailing has been configured within the NOVAtime system, the User to receive the schedule request will receive an email and a Message the next time they log into NOVAtime informing them that they have a schedule request pending review.
- The Employee can review the status of their request, by either checking their **SCHEDULER->REQUESTS** page or clicking on the **SCHEDULER->CALENDAR** page to view the status of **Pending**, **Approved** and **Declined** requests.



- After the schedule request has been **Approved**, the NOVAtime system will post the approved Vacation hours to the **Timesheet** and will also update the employees **Accrual balance**, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved Vacation day.

- **Timesheet View:**

Audit	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours	Daily Hours	Weekly Hours
✓	Fri 04/01/2016	VACATION			8.00	0.00	0.00	8.00	8.00	8.00

- **Accrual Balance View:**

Pay Code	Last Paid Date	Paid Type	Accrued/Used	Available	Activity Code	Hours	Used	Adjust
VAC	04/01/2016		0.00	0.00	VACATION	8.00	8.00	0.00

- **Schedule View:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
04/01/2016	04/02/2016	04/03/2016	04/04/2016	04/05/2016	04/06/2016	04/07/2016

- Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.

Requester	Supervisor	Date	Request Type
04/01/2016	04/01/2016	04/01/2016	VACATION

- When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees' schedule page and it will not alter the employee's schedule for the requested day.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
04/01/2016	04/02/2016	04/03/2016	04/04/2016	04/05/2016	04/06/2016	04/07/2016

- When a pending Request is **Removed**, the Time Off Request is removed from the employee's schedule all together, however the employee will be notified that the Time Off Request was removed.

Requester	Supervisor	Date	Request Type
04/01/2016	04/01/2016	04/01/2016	VACATION

### EWS - Employee Request for Time Off -> Best Practices:

- ✓ Be aware of your available balance of Accrual hours prior to requesting Time Off.
- ✓ Refrain from requesting time off if you don't have the time available.
- ✓ Notify your NOVAtime Supervisor immediately if you need to cancel your Approved Time Off Request.